

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes July 25, 2012  
Oak Street School, Multi-Purpose Room  
14592 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting called to order at 5:03 p.m. by Chair Judy Johnstone

**2. ROLL CALL:**

2.1 Trustees present: Judy Johnstone, Debra Cummins, Victoria Bosworth, James Nunn.  
Staff present: Gary Reed.

**3. APPROVAL OF MINUTES OF LAST MEETING:**

3.1 Trustee Nunn moved to approve the minutes of the meeting held June 27 as mailed.  
Second by Trustee Cummins. Approved.

**4. PUBLIC PARTICIPATION:**

4.1 No members of the public attended.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented: CAPC conf will be 10/12/12 in Lake Tahoe; CSDA Annual Conference is 9/24/12. There was 1 buy notice and 1 sell notice for bonds in the district portfolio.

6.2 Oral: Discussion of sales and interment statistics: Burials have been up, while sales have been down. Expect more sales as we open the new SND area.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that: 1) for the 4<sup>th</sup> time this year, a hose bib was run over. 2) the monument that was knocked over during Memorial Day services has been repaired 3) the office has purchased new computers, a new printer, and computer software. Will run duplicate books until comfortable with the new systems.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Capital Improve: 3.42%, Endowment Principal: 3.51%, Endowment Interest: 3.36%, Pre-need: 3.56%

9.2 Status of reconveyance of utility easement: Tony Condotti reported that a deed has been written up by his office and sent to the legal dept at PGE. Waiting now for acknowledgement and approval from PGE.

9.3 Status of SND development: 1) the stack wall is done 2) the sod is in 3) the seeded area has been mowed, but still is more weeds than grasses. Will review this with contractor 4) varmints of some sort are digging up the sod and looking for grubs—trying to catch/contain them as quickly as possible. 5) curb marking has begun. 6) can begin to sell plots end of July or beginning of August.

9.4 Discussion of Brochure: after looking at various versions, it was decided that the price sheet will just be on standard size paper and can be inserted into 3-fold brochure. Vicky and James will continue to work on verbiage and photo selection. A draft of 'important people' for a walking tour was completed by Tim Zadel.

9.5 Review of Strategic goals: Looking at list of goals completed in January, we have completed 3 of the 7 goals set for 2011-2012 (SND dev; review prices; genealogy database), two are a work in progress (brochure; self-guided tours); and two are waiting for work bids (rust on fence, roof on house).

## 10. NEW BUSINESS:

10.1 Discussion of LAFCO membership. After much discussion of the value of the county-wide Special District Assoc. being a part of LAFCO, therefore holding 2 seats on the board but also paying 1/3 of the LAFCO budget, Trustee Bosworth moved to rescind the previous vote to join LAFCO. Trustee Nunn 2<sup>nd</sup>. Trustees Bosworth, Nunn, and Cummins voted to approve. Trustee Johnstone voted against. Approved. The manager is directed to write a letter to the SDA stating that the board rescinded their vote.

10.2 Discussion of Fountain Tile: Trustees agreed that they would like to see the water in the fountain, but are not convinced that the current tile is appropriate. Manager Reed will request from Mike Dillon options for the fountain interior other than tile.

10.3 Review of General Manager's contract and salary: Trustee Bosworth moved to increase manager's compensation for FY 2012-2013 by 5%. 2<sup>nd</sup> by Trustee Nunn. Approved.

## 11. CLOSED SESSION:

11.1 There was one scheduled: held in accordance with Government Code Sections 54950-54962 for the sole purpose of considering personnel matters. Nothing to report.

## 12. BOARD SIGNATURES:

12.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

## 13. ADJOURNMENT:

13.1 Adjourned at 6:25pm.

**Respectfully submitted,  
Victoria Bosworth**

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**Judy Johnstone, Chairman**

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**Victoria Bosworth, Vice Chairman**

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**James Nunn, Financial Chairman**

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**Debra Cummins, Trustee**